

**APPLICATION**  
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TITLE SYSTEM AND METHOD FOR  
PROJECT PREPARING A  
PROCUREMENT AND  
ACCOUNTS PAYABLE SYSTEM

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SYSTEM AND METHOD FOR PROJECT PREPARING A PROCUREMENT AND  
ACCOUNTS PAYABLE SYSTEM

Background of the Invention

Cross References to Related Applications

5 *Int'l* U.S. patent applications Serial Numbers 09/\_\_\_\_\_,  
entitled "System and Method for Assessing a Procurement and  
Accounts Payable System", 09/\_\_\_\_\_, entitled "System and  
Method for Project Designing and Developing a Procurement  
and Accounts Payable Process", 09/\_\_\_\_\_, entitled "System  
10 and Method for Deploying a Procurement and Accounts Payable  
Process", and 09/\_\_\_\_\_, entitled "System and Method for  
Ongoing Supporting a Procurement and Accounts Payable  
Process" filed concurrently herewith, assignee docket  
numbers EN999043, EN999117, EN999118, and EN999119,  
15 respectively, are assigned to the same assignee hereof and  
contain subject matter related, in certain respect, to the  
subject matter of the present application. The  
above-identified patent applications are incorporated herein  
by reference.

20 Technical Field of the Invention

This invention pertains to the implementation of a  
procurement and accounts payable system or application.

More particularly, it relates to a system and method for assessing, preparing, designing and developing, deploying, and supporting a general procurement and accounts payable system using electronic requisitions.

## 5      Background Art

          A services company may be very good at implementing information technology (IT) solutions. However, as customer engagements increase, the ability of company to execute numerous engagements on time and within budget with quality becomes more difficult.

          Today there exist many different software packages that perform project management and classes that teach methodologies for implementing solutions that involve information technology and services. However, there is no process that combines these activities along with an evaluation of a client's general procurement (GP) and accounts payable (AP) system, or application, into one package while providing detailed implementation instructions along with templates for completing the major deliverables required over the course of the project. Templates, may be used herein as an equivalent term for page, form, or document as used in connection with Lotus Notes. In Lotus Notes, a page is a database design element that displays information; a form, like a page, displays information and

also can be used to collect information; and documents are the elements that store information in the database. A user is presented a form including fields for entering information. When the user fills out the information and saves it, the information is saved in the data base as a document. When a user opens the document, the document uses the form as a template to provide the structure for displaying the data or information. Fields store data of various types, including text, dialog list, rich text, and so forth.

Scalability of engagements is a known problem, the most common solution to which is to increase the number of persons involved. Experience has shown that this increase results in customer dissatisfaction due to inadequate gathering of requirements, poorly trained implementation teams, missed schedules, increased costs, and lower quality.

It is characteristic of general procurement and accounts payable systems that no two are identical, and may differ even within wholly owned subsidiaries of a single corporation.

Consequently, there is a need in the art for a system and method for evaluating a potential client system and for adapting a general procurement and accounts payable system to the requirements of each of many potential clients.

Further, there is a need for a system and method for

evaluating a potential client system and for adapting a  
general procurement and accounts payable system to the  
requirements of each of many potential clients which can be  
licensed to third party providers together with a system and  
5 method for monitoring and assuring the quality of services  
provided by those service providers.

There is a need in the art for an integrated system for  
assessing, preparing, designing and developing, deploying,  
and supporting a procurement and accounts payable system  
10 using electronic requisitions.

During project assessment, typically potential  
customers are contacted and evaluated by a marketing team  
that then recommends a product solution from their menu.  
There is no integration of Technical Team Leaders and  
15 Transition Management as key components of the installation.  
There is also limited to no flexibility to customize the  
product for the customer.

There is a large body of work on project planning in  
industry. While they are all more or less adequate, they do  
20 not provide the comprehensive integration of the client and  
supplier teams, Transition Management, and Quality required  
to accomplish a particular customer's goals.

Like project planning, project design and development  
processes are well known in industry. They usually consist  
25 of a project manager or team leader that manages the

implementation of a project plan and interfaces with the client.

Deployment or implementation of a project is, again, a very standard operation. As the project plan steps are  
5 completed, they are usually held in queue until all necessary activities reach a point where the solution can be "turned on".

All projects have close out functions that wrap up the end of the project. However, they do not provide for  
10 continuing support across the multitude of functions that have been used to provide the customer with a solution.

It is an objective of the invention to provide a system and method for evaluating a client's general procurement and accounts payable (GP/AP) system.

15 It is an object of the invention to provide an optimized solution for out-sourcing procurement of goods and services.

It is an object of the invention to provide a system and method for training service providers.

20 It is an object of the invention to provide a system and method for managing service providers to assure quality of service.

It is an object of the invention to provide a system and method for managing a project.

25 It is an object of the invention to provide an

optimized general procurement and accounts payable system characterized by lower costs, a paperless process, and more comprehensive service with a shorter cycle time.

### Summary of the Invention

5           A system for preparing a general procurement and accounts payable application includes a server, a storage device connected to the server, a plurality of team terminals, and a communication link interconnecting the server and terminals. The server is operable for (1)

10           maintaining a database on the storage device of templates describing procedures for preparing the application and (2) serving the templates to team members operating the terminals for coordinating, recording and tracking team activities with respect to preparing the application.

15           A method for preparing a general procurement and accounts payable application includes maintaining a database of templates describing procedures for preparing a general procurement and accounts payable application; and operating a plurality of web-enabled user terminals to access via a  
20           server the database of templates for coordinating tasks by a plurality of enterprise teams preparing the procedures.

          In accordance with an aspect of the invention, there is provided a computer program product configured to be

operable for preparing a general procurement and accounts payable application.

Other features and advantages of this invention will become apparent from the following detailed description of the presently preferred embodiment of the invention, taken  
5 in conjunction with the accompanying drawings.

### Brief Description of the Drawings

Figure 1 is a high level block diagram of a general procurement and accounts payable development and  
10 implementation system in accordance with a preferred embodiment of the invention.

Figure 2 is a block diagram illustrating team relationships within the general procurement and accounts payable (GP/AP) development and implementation system of a  
15 preferred embodiment of the invention.

Figures 3A through 3M, arranged as shown in Figure 3, are a flow diagram of the assessment, preparation, development, deployment and support phases of the method of a preferred embodiment of the invention.

20 Figure 4 represents a terminal display of a playbook summary view.

Figure 5 illustrates a terminal display of the template



presented by the server at a user terminal of Figure 1 in response to selection by a user of "create a summary task" from the playbook summary view.

Figure 6 illustrates a terminal display of the template presented by the server at a user terminal of Figure 1 in response to selection by a user of "create a detailed task" from the playbook summary view.

Figures 5 and 6 also illustrate fields collected in the database and selectively displayed at user terminals of Figure 1 for each summary and detail task, respectively, of a GP/AP system for a particular customer or project.

#### Best Mode for Carrying Out the Invention

Referring to Figure 1, in accordance with the preferred embodiment of the invention, intranet communication facilities interconnect a plurality of team member terminals 64, zero or more service provider terminals 66, and client (also referred to as customer) terminals 68, and a server 62, preferably a Lotus Notes server.

Server 62 references and maintains playbook database 70. Database (also referred to as the playbook, or playbook database) 70 is provided for implementing procurement and accounts payable systems. This playbook 70 defines implementation steps and templates for creating the many

required deliverables and project management functions. These functions include start and end dates, effort, duration, and so forth. This playbook also provides the steps and templates for training service providers 66 and serves as the repository for completed templates and as a source for auditing the performance of the service providers. As used herein, unless otherwise apparent from the context, system and applications are used to refer to hardware, software, procedures, instructional materials, and so forth, for implementing a general procurement and accounts payable process.

Also attached to intranet 60 are requisition and catalog (Req/Cat) servers 80. Server 80 functions as a front end server to accounting system server 82, and is connected to a file of vendor catalogs and contracts 72, to a client (customer) host system 74, and through a firewall to SAP servers 82. SAP server 82 is an accounting driver for the procurement and accounts payable (A/P) system of the customer. SAP servers 82 are connected to supplier systems 84, to a customer data warehouse 78, and to customer ledger and accounts payable systems 86, 88.

During the operational phase of a completed and functioning system, a customer (aka end user, or client) 98 enters requisitions via the intranet to server 80. Server 80 accesses client host system 74 for pricing, reports,

etc., and vendor catalogs and contracts 72 to gather information needed by SAP servers 82 to generate purchase orders or requests for quotes (RFQs) to supplier 84, to update data warehouse 78, client ledger 86, and client accounts payable 88 systems. Warehouse 78 stores client data maintained by the supplier of the Req/Cat and general procurement system, which supplier may be the primary enterprise (a primary services organization, such as the IBM Corporation) with control of the design and implementation of the system, or a contractor of the enterprise qualified as a third party service provider.

In operation, during presales, assessment, preparation, development, deployment and support stages, team members 64, access database 70 via intranet 60 and server 62 to create a playbook including a detailed description of an accounts payable and Req/Cat system for a particular customer (aka client). This description is then used to personalize Req/Cat servers 80 and SAP servers 82 for the customer installation. During operation, a user 98 accesses Req/Cat server 80 via intranet 60 to enter a requisition or to query the status of previously entered requisition. When entering a requisition, Req/Cat responds to end user 98 with a form to complete. Req/Cat 80 accesses SAP server 82 through the firewall with the requisition or request for status. SAP server 82, responsive to a requisition, issues a purchase

order or request for quote to supplier 84, and updates accounts payable 88 and ledger 86, as required through the normal procurement and accounting process implemented on behalf of the customer.

5 Referring to Figure 2, the various departments and individuals representing team members 64 include business office 120, architecture 122, education and training 124, project manager 126, Req/Cat development 128, business process design 112, electronic data interchange (EDI) 114,  
10 application development 116, information technology 130, business controls 132, procurement process 134, transition management 136, SAP development 138, marketing 118, general procurement operations 98, and support management 96. Each of these departments and individuals perform various rolls  
15 and functions during the life of the project from assessment through deployment and use, as will be more fully described hereafter in connection with Figure 3.

Referring to Figure 3, in accordance with the preferred embodiment of the method of the invention, assessment 101,  
20 preparation 102, development 103, deployment 104 and support 105 stages are executed to design, implement, and use a general procurement and accounts payable (GP/AP) system for a customer. Through these stages 101-105, procedures and methods are provided for seamlessly integrating all aspects  
25 of a total GP/AP system, including creating an electronic

purchase requisition for goods and services with flexible approval functions, through invoicing and payment.

Further in accordance with the preferred embodiment of the invention, there is provided a web enabled delivery  
5 system.

Further in accordance with the preferred embodiment of the invention, there is provided a system and method for auditing service provider activities without being on site.

High level summary tasks implemented by playbook 70  
10 database include business controls, information technology, SAP, communication, process, testing, configuration, project management, transition management, education and training, requisition and catalog (Req/Cat). Each of these summary tasks, as well as the drill-down (aka subsidiary) tasks  
15 implementing the details of each, may be accessed by team members 64 and service provider 66s within the playbook database 70.

Referring to Figure 4, the playbook summary view 400 is illustrated. View 400 includes a title bar 402; pull down  
20 menu tabs file 404, edit 406, view 408, create 410, actions 412, window 414, help 416; create a summary task selection button 420, create a detailed task button 422, a folders and views section 424, and a task title display and selection area 426 which also includes a by column 436 and a status  
25 column 438 with an entry for each task displayed in area

426. With by category button 430 and all tasks button 432 selected, all tasks 434 is highlighted and display 426 presents a listing of tasks organized by category.

Referring to Figure 5, the summary task template 440 presented to the user upon selection of create a summary task 420 is illustrated. As will be described hereafter, there are two flavors of template 440, one for major operations, and one for major steps within each major operation. Referring to Figure 6, the detail task template 520 presented to the user upon selection of create a detailed task 422 is illustrated.

Selection of create summary task 420 presents a first summary task template 440 that used to design and describe a high level summary task for one of the playbook operations. In a preferred embodiment of the invention, there are thirteen such high level summary tasks, including assessment, business controls, configuration, education, image, information technology (I/T), marketing, process, project management, requisition and catalog (req/cat), SAP, testing, and transition management. The summary and detail tasks within these high level summary tasks are further organized into five major processing segments: assessment 101, project preparation 102, project design and development 103, deployment 104, and ongoing support 105. A high level summary task provides a summary of the inputs to the task,

and of the output (deliverables) after all detailed tasks are completed. There two levels, or templates for summary tasks: one for major operations, the second for major steps within each operation.

5           Activation of create a detail task 422 presents to the user a third template 520 which is used to summarize the detailed tasks for each major step of a summary task.

          The first and second templates 440 are almost identical. They include the fields set forth in Tables 1 and 2. Third template 520 contents are summarized in Table 3.

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**TABLE 1: SUMMARY TASK TEMPLATES PART 1**

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15	SECTION 1:	CREATION STATUS
	Category 444:	Categories include education, req/cat development, SAP development, transformation management, architecture, procurement process.
20	Team 446:	Specific project team responsible for this task.
	Offering type 448:	Kind of product being brought to client: req/cat only, SAP only, and req/cat and SAP.
25	Stage 450:	The stages are assessment 101, project preparation 102, project development 103, deployment 104, and support 105.
30	Doc owned by 452:	Team 140 owner of document, the designer of this one template. The

teams 140 are those illustrated in Figure 2.

Doc created by 454:

Author of this one template.

5

Dev status 456:

Approval status: first draft, final edit, final approval, etc. Only owner 452 can change this status. Only the owner 452 can approve the content of this template (task).

## SECTION 2:

## IMPORTANCE BUTTONS

10

Education 462:

Represents a combination of things, including (1) does someone need to be taught how to do this task, (2) is it something that should be included in the education package to the customer.

15

Certification 464:

Indicates whether or not an implementer/ of this task (ie, service provider) must be certified.

20

Auditable 466:

Indicates whether or not it is a task that Enterprise would be able to or needs to audit performance by the implementer/service provider.

25

Milestone 468:

Indicates if this task is a critical accomplishment in the path of completing the implementation of the offering type.

30

Critical path 470:

Indicates if this is a task that must be completed in order to advance to the next task in order to complete the offering type, and can change during the course of the project as tasks are completed and the overall environment changes.

35

## SECTION 3:

## IMPLEMENTATION

Task order 472:

A number assigned to a detailed task that shows its order under the summary task.



	% complete 474:	An estimate of how complete is this task document in its development for a particular customer.
5	Executed by 458:	Name of service provider (eg., Enterprise, or some Enterprise partner).
	Performed by 460:	Technical team responsible for doing this task.
10	Priority 476:	High, medium, low priority, based on whether this task is in critical path, and whether or not it needs to be done in support of some subsequent task.
15	Work effort 478:	Estimated time required to complete this task.
	--	
	Sequence 480:	A number assigned to a summary task that shows its order under a higher level task.
20	Task status 482:	Represents how far the service provider has progressed in its implementation of this task. This is rolled up to Lotus Notes database 70 to enable the owner to track progress of the service providers during the audit phase.
25		

Table 2 sets forth the template 440 fields which may vary between templates, including those for major operations and major steps within an operation.

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**TABLE 2: SUMMARY TASK TEMPLATES PART 2**

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	SECTION 4:	SUMMARY TASK DETAILS
35	Description 490:	High level summary description

of major operations or steps.

Assumptions 492: What if any assumptions apply.

Prerequisites 494: Tasks that must be completed before this task can complete.

5 Critical success factors 496: Description of tools, techniques, relationships, understandings, technical and relationship skills and commitments, knowledge base of team and customer, and so forth, needed to accomplish this task.

10

Deliverables 498: Expected output of this task.

SECTION 5: APPROVALS

15 Task approver 500: Identity of approvers.

Notification date 502: Date approvers notified.

Request approval 504: Electronic signature of approval.

SECTION 6: PROJECT REFERENCE

20 Comments and dialog 506: General comments (open season).

Deliverable checklist 408: Checklist of deliverables.

Approval status 510: List of approvers of this document and status of their approval.

25

Edit history 512: Listing of persons who have modified this document during its preparation (service provider is not allowed to change these task descriptions.)

30

TABLE 3: DETAIL TASK TEMPLATE

SECTION 1: CREATION STATUSSECTION 2: IMPORTANCE BUTTONS

## 5 SECTION 3: IMPLEMENTATION

Sections 1, 2 and 3 are the same as for templates 440, with the addition of:

Support resources 524: People needed to support completion of this task.

Assigned to 526:                      Person executing this task.

SECTION 4: DETAIL TASK DETAILS

Description 490:	Description of this task.
------------------	---------------------------

Prerequisites 494: Tasks that must be completed before this task can complete.

Task steps 528: Specific detailed steps that need to be accomplished to complete the task.

Analysis 540: A description of what needs to be analyzed to come up with the right answer for the customer. (The resulting output will vary depending upon the results of the analysis - but this document doesn't change as a result of the analysis).

Deliverables 530:	Expected output of the task.
-------------------	------------------------------

Methodology attachments 532: Potential attachments, may be blank: anything from presentation charts, to questionnaires, to architecture charts – depends upon the task.

SECTION 5: PROJECT REFERENCE AREA

	Comments & Dialog 506:	Comments.
	Deliverable Checklist 508:	Checklist, attachment listing (other than method attachments, supra).
5	Approval status 510	List of approvers and the status of their approval (with respect to approval of this document, not of the implementation of the task, which is handled by the audit process).
10		
	Edit history 512:	Listing of persons who have modified this document during its preparation (service provider is not allowed to change these task descriptions.)
15		

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Database 70 at server 62 includes all summary and detail tasks templates which have been completed in a set for a particular customer. An initial set of the tasks listed in Table 4 is provided for each customer, but during project implementation phases 101-105, these are configured or personalized to the customer.

While many summary and detailed tasks of Table 4 do not appear in the flow chart of Figures 3A-3M, those selected illustrate a flow from start to finish across the five major stages - and form a representative, if not critical, path through them. As shown in Figures 3, and 3A-3M, the transitions between stages 100-105 are, in some instances, blurred and a particular task may be allocated to either or both of two of these stages.

In each stage, the key to success is the integration through the use of the templates of the groups (Figure 2) and activities (Table 4, both summary tasks and detail tasks.) Also, an important aspect of the invention is the method provided across the five stages (Figure 3) for effecting a transition from a legacy process, including hardware, software, work procedures and human resources, to a new process.

Table 4 is a chart of summary and detail tasks, pursuant to a particular embodiment of the invention, available for presentation in display area 426 of playbook summary view 400 upon selection of button 432. Selection by a user in display area 426 of a task designated with two or three alpha-numeric reference numerals P1, P11, P12, ..., results in display of a template 440 personalized to the summary task, and selection of a task designated with four or more alpha-numeric reference numerals P111, P112, ..., result in display of a template 520 personalized to the detail task. A user with appropriate authority may then view, correct, update, approve or otherwise modify the displayed task. The names of the detail tasks set forth broadly the functions or method steps performed in implementing the superior summary task. In Table 4, each summary task is identified in the first column by the stage 100-105 to which it pertains, in the second column by a task

identifier P11, P12, ..., and, for selected tasks, in the third column by the process step (150,...,354 in Figures 3A-3M) to which it pertains. In general (with very few exceptions), a detail task pertains to the same stage 100-105 as its summary task.

**TABLE 4: CHART OF SUMMARY AND DETAIL TASKS**

Task ID	Summary Tasks	
	Stage	Detail Tasks
FOLDERS AND VIEWS		
BY CATEGORY		
ALL TASKS		
P1	ASSESSMENT	
101 P11	Perform customer service offering assessment	
101 P111	174	Perform customer business assessment
101 P112		Perform customer business assessment e-Req/Cat
101 P113		Develop workshop management plan
101 P114		Develop workshop management plan e-Req/Cat
101 P115		Review findings from marketing procurement consulting engagement
101 P116		Review findings from marketing procurement consulting engagement e-Req/Cat
101 P117	176	Formulate workshop approach
101 P118		Formulate workshop approach e-Req/Cat
101 P119		Prepare for workshop
101 P11A		Prepare for workshop e-req/Cat
101 P12	178	Introduce recommend service offering to customer
101 P121		Present service offering to

27			customer (perform workshop)
28	101	P122	Present service offering to
29			customer (perform workshop) e-
30			Req/Cat
31	101	P123	Formulate proposal approach
32	101	P124	Formulate proposal approach e-
33			Req/Cat
34	101	P13	Create proposal and contract
35	101	P131	Develop and cost proposal
36	101	P132	Develop and cost proposal e-Req/Cat
37	101	P133	Draft and price customer contract
38	101	P134	Draft and price customer contract
39			e-Req/Cat
40		P2	BUSINESS CONTROLS
41	103	P21	Business control requirements
42	103	P211	290 Confirm business controls
43			requirements
44	103	P212	Confirm separation of duties (SOD)
45			requirements
46	104	P213	292 Conduct ASCA self-assessment
47	104	P214	Risk assessment
48	104	P215	224,294 Conduct ASCA/business controls
49			review
50	102	P2151	Confirm image production system
51			management strategy
52		P3	CONFIGURATION
53	103	P31	320 Conduct Req/Cat functional detailed fit
54			gap analysis
55	103	P311	Confirm Req/Cat organizational
56			hierarchy
57	103	P312	Define the Req/Cat functional
58			detailed fit
59	103	P313	Resolve functional gaps for Req/Cat
60	103	P32	324 Configure Req/Cat offering
61	103	P321	Confirm and refine "Ives Team
62			Studio" for code tracking
63	103	P322	Confirm and refine Req/Cat initial
64			settings and organizational
65			structure
66	103	P323	Confirm and refine Req/Cat
67			authorizations
68	103	P324	Refine and validate final Req/Cat
69			configuration

70	103	P33		Customize Req/Cat offering
71	103	P331		Validate and customize Req/Cat core
72				application change request
73	103	P332		Refine and validate final
74				customization for Req/Cat
75	103	P34		Produce custom Req/Cat programs
76	103	P341	276	Validate and code bridge change
77				requests (SAP and Req/Cat)
78		P4		EDUCATION AND TRAINING
79	102	P41		Develop customer education and training
80				strategy
81	102	P411		Validate customer education &
82				training objectives
83	102	P412	190	Define the training requirements
84				and approach
85	102	P413		Confirm the education & training
86				strategy
87	102	P42		Define system management processes
88	102	P421		Define SAP correction and transport
89				process
90	102	P422		Define and agree on service level
91				agreement SLA
92	102	P423		Define and administer SAP release
93				control process
94	102	P424		Define Req/Cat transport process
95	102	P425		Define and administer version
96				control process
97	103	P43	192	Define user documentation and training
98				requirements
99	103	P431		Define customer user audiences and
100				requirements
101	103	P432		Confirm user documentation
102				requirements and standards
103	103	P433		Conduct detailed end-user task
104				analysis
105	103	P434		Assess user skills and training
106				needs
107	103	P435		Validate end-user courses and
108				content
109	103	P436		Identify users and course attendees
110	103	P437		Define and notify training
111				attendees
112	103	P44		Develop user training documentation



113	103	P441		Produce customer specific end-user documentation
114				
115	103	P442		Confirm training evaluation materials/approach with customer
116				
117	103	P443	194	Setup training system environment
118	103	P444		Validate training logistics
119	103	P445	198	Conduct pilot training with super users
120				
121	103	P446	196	Arrange documentation and training material production
122				
123	103	P45		Internal (Enterprise, service provider) training requirements
124				
125	103	P451		Identify and organize appropriate internal training
126				
127	104	P46		Conduct end-user training
128	104	P461		Conduct train-the-trainer sessions
129	104	P462	214, 230	Perform training
130	104	P463	212	Conduct new buyer training
131		P5		IMAGE
132	103	P51		Conduct image functional detailed fit gap analysis
133				
134	103	P511		Define the image functional detailed fit
135				
136	103	P512		Resolve image functional gaps
137	103	P52		Configure image offering
138	103	P521		Refine and validate final image configuration
139				
140	103	P522		Confirm and refine image initial settings
141				
142		P6		I/T
143	103	P61		Establish customer network/computing infrastructure
144				
145	103	P611		Confirm component delivery
146	103	P612		Establish network/computing hardware/software architecture
147				
148				infrastructure
149	103	P613		Ready network/computing environment
150	103	P62		Establish EDI infrastructure
151	103	P621		Establish EDI infrastructure
152	103	P622		Conduct trading partner testing

153				(IT)
154	102	P623		Confirm EDI strategy
155	102	P6231		Setup image system environments
156	103	P6232		Establish cutover checklist and
157				perform pre-cutover activities for
158				image production environment
159	104	P6233		Validate image production support
160				for system management
161	103	P63		Develop reporting infrastructure
162	103	P631		Develop reporting infrastructure
163				(LIS/EIS)
164	103	P632		Develop DataMart extracts
165	103	P633	232	Develop additional reports
166				(customer/operations)
167	102	P64		Perform bridge architecture assessment
168	102	P641		Perform bridge architecture
169				integration point interfaces work
170				session
171	102	P642	158	Define bridge architecture project
172				objectives document
173	102	P65		Validate bridge, EDI, vendor reporting
174				requirements
175	102	P651	270	Develop and manage bridge
176				architecture implementation work
177				plan
178	102	P652		Analyze EDI requirements
179	102	P653		Determine EDI communication
180				environment
181	102	P654		Analyze vendor master data load
182	102	P655		Analyze operational reporting
183				requirements
184	102	P656		Analyze customer requirements for
185				DataMart implementation
186	102	P657		Schedule and conduct weekly
187				interlock meeting
188	102	P658		Vendor lead client analysis
189	102	P66		Set up development/integration
190				environment
191	102	P661		Set up SAP development/integration
192				environment
193	102	P662		Set up Req/Cat system environments
194	103	P67		Set up consolidation/test environment
195	103	P671		Set up SAP consolidation/test
196				environment

197	104	P68	218	Set up production environment
198	104	P681		Convert vendor master into
199				production environment
200	104	P682		Determine EDI tasks for production
201				environment set up
202	104	P683		Execute SAP cutover checklist
203	104	P684		Set up SAP production environment
204	104	P685		Establish SAP batch schedule
205	104	P686		Set up trading partners in
206				production environment
207	104	P687		Vendor lead client deployment
208	103	P688		Establish cutover checklist and
209				perform pre-cutover activities for
210				SAP production environment
211	103	P689		Establish cutover checklist and
212				perform pre-cutover activities for
213				e-Req/Cat production environment
214	105	P69		Refine/execute production support for
215				system management
216	105	P691	234	Perform on-going support activities
217				for Req/Cat
218	105	P692		Post deployment reporting support
219	105	P693		Develop new bridges and application
220				extensions post go live
221	105	P694	236	Support new EDI transactions post
222				go live
223	105	P695		Execute system management security
224				support procedures
225	105	P696		Execute data management support
226				procedures
227	105	P697	236	Execute EDI support procedures
228	105	P698		Execute system management
229				operational support desk procedures
230	105	P699		Execute system management batch
231				support desk procedures
232	105	P69A		Execute system management SAPBI
233				support procedures
234	105	P69B		Execute system management master
235				data support procedures
236	105	P69C		Execute production support for
237				system management
238	103	P6A		Establish vendor master environment
239	103	P6A1		Establish vendor master
240	103	P6A2		Confirm vendor master
241	103	P6A3		ALE configuration for VLC
242	103	P6B		Establish bridge architecture

243				infrastructure environment
244	103	P6B1	272	Develop detail architecture
245				requirements definition
246	102	P6C	274	Validate system infrastructure
247				requirements
248	102	P6C1	280	Analyze current network/computing
249				infrastructure
250	102	P6C2		Determine network/computing
251				requirements for project
252	102	P6C3		Confirm and begin network/computing
253				component acquisition
254	102	P6C4		Order and delivery of
255				infrastructure components
256		P7		MARKETING
257	100	P71		Participate in marketing procurement
258				consulting engagement
259	100	P711	170	Qualify potential client
260	100	P712		Qualify potential client e-Req/Cat
261	100	P713		Develop assessment statement of
262				work (SOW) e-Req/Cat
263	100	P714		Develop assessment statement of
264				work (SOW)
265		P8		PROCESS
266				
267	102	P81	156	Customer process introduction
268	102	P811		Conduct customer introduction to
269				Golden procurement and A/P
270				processes
271	102	P82		Process reviews with customer -
272				procurement and A/P
273	102	P821	344	Review procurement processes with
274				customer
275	102	P822	342	Review A/P processes with customer
276	102	P83		Assess customer impact on internal
277				Enterprise workload
278	102	P831		Identify current and potential
279				supplier catalogs for customer
280	102	P832	340	Perform assessment of customer
281				purchasing business
282	103	P84		Process alignment customer/Golden
283	103	P841		Determine GAPs between customer and
284				golden processes

285	103	P842		Perform process GAP resolution
286	103	P85		BMP process and procedures management
287	103	P851		Codes and procedures
288	103	P852	348	Update and review process
289				management & procedures manual
290	103	P86		Supplier readiness
291	103	P861	210	General supplier introduction
292	103	P862		Manage trading partner - EDI
293				suppliers
294	103	P863	346	Establish ASAP suppliers for
295				customer (ASAP = a SAP supplier not
296				requiring a buyer)
297	103	P864		Manage customer supplier outline
298				agreements
299	103	P865		Customer freight procedures
300	104	P866		Supplier memo mailing
301		P9		PROJECT MANAGEMENT
302	102	P91	180	Initiate project planning
303	102	P911	160	Confirm project scope and
304				implementation strategy
305	102	P912		Confirm project organization and
306				assign resources to roles
307	102	P913		Prepare and validate project plan
308				and procedures
309	102	P914		Establish project team working
310				environment
311	102	P915		Orient project team
312	102	P92	150	Confirm and refine project management
313				standards and procedures
314	102	P921		Confirm and refine issue management
315				plan
316	102	P922		Confirm and refine project
317				documentation
318	102	P923	152	Confirm and refine quality
319				assurance standards
320	102	P924		Create team building plan
321	102	P93		Confirm implementation strategies
322	102	P931		Confirm system configuration
323				standards
324	103	P9311		Customize image offering
325	103	P9312		Validate and customize image core
326				application change request
327	103	P93121		Refine and validate final

328			customization for image
329	102	P932	Confirm CR/PTR process
330	102	P933	Confirm testing strategy
331	102	P934	Confirm production support &
332			operations strategy
333	102	P935	Confirm SAP production system
334			management strategy
335	102	P936	Confirm e-Req/Cat production system
336			management strategy
337	102	P937	282 Confirm network/computing strategy
338	102	P938	Confirm vendor conversion strategy
339	102	P94	162 Prepare project team
340	102	P941	Conduct kick-off meeting
341	102	P942	Conduct project team standards
342			meeting
343	102	P943	Conduct project team training
344	102	P95	352 Define production support plans
345	102	P951	Define system management SAP
346			resource requirements
347	102	P952	Define system management e-Req/Cat
348			resource requirements
349	102	P953	Define production support accounts
350			payable plan
351	102	P954	Define production support CSC plan
352	102	P955	Define production support general
353			procurement plan
354	102	P956	Confirm SAP system authorizations
355			for project team
356	102	P957	Confirm Req/Cat access control list
357			(ACL)
358	102	P958	Define system management image
359			resource requirements
360	102	P96	Initial quality assurance review
361	102	P961	Initial QA review
362	103		
363	&104	P97	Review project status and refine project
364			plan
365	103,		
366	&104	P971	Conduct project team status
367			meetings
368	103		
369	&104	P972	Conduct steering committee meetings
370	101	P98	Obtain customer approval
371	102	P981	Won bid analysis/transition to

372			implementation team
373	102	P982	Won bid analysis/transition to
374			implementation team e-Req/Cat
375	101	P983	Conduct lost bid analysis
376	101	P984	Conduct lost bid analysis e-Req/Cat
377	104	P99	Validate production support
378	104	P991	Validate SAP production support for
379			system management
380	104	P992	Validate production support for
381			accounts payable
382	104	P993	Validate production support for CSC
383	104	P994	Validate production support for
384			general procurement
385	104	P995	Validate Req/Cat production support
386			for system management
387	105	P996	Validate education & training
388			production support activities
389	104	P9A	Perform go live project office
390			activities
391	104	P9A1	Ensure go live check lists
392			activities
393	104	P9A2	Go/no-go decision for go live
394	103		
395	&104	P9B	Interim quality assurance reviews
396	103		
397	&104	P9B1	Interim QA reviews
398	105	P9C	244 Post-implementation quality assurance
399			review
400	105	P9C1	Post-implementation QA review
401	105	P9D	Production support review
402	105	P9D1	Confirm production environment
403		PA	REQ/CAT
404	102	PA1	Identify customer responsibilities for
405			Req/Cat
406	102	PA11	Identify country/global
407			administrators & neg. con person
408	102	PA12	Perform country administrator
409			education
410	103	PA2	Prepare and load Req/Cat catalog data
411	103	PA21	Perform Req/Cat catalogue tasks
412	104	PA3	Req/Cat production readiness

413	104	PA31		Confirm Req/Cat for production environment
414				
415	104	PA32		Set up Req/Cat tables in production
416	104	PA33		Prepare Req/Cat production copy
417	104	PA34		Execute Req/Cat go live checklist
418		PB	SAP	
419	103	PB1	254	Conduct SAP functional detailed fit gap analysis
420				
421	103	PB11	250	Confirm SAP organizational hierarchy
422				
423	103	PB12		Define the SAP functional detailed fit
424				
425	103	PB13		Resolve SAP functional gaps
426	103	PB2		Produce custom SAP programs
427	103	PB21		Develop and validate SAP custom programs
428				
429	103	PB3	252	Configure SAP offering
430	103	PB31		Confirm and refine implementation guide
431				
432	103	PB32		Confirm and refine SAP initial settings and organizational structure
433				
434				
435	103	PB33		Confirm and refine SAP end user authorization profiles
436				
437	103	PB34		Refine and validate final SAP configuration
438				
439	103	PB4		Customize SAP offering
440	103	PB41		Validate and customize SAP core application change request
441				
442	103	PB42		Refine and validate final customization for SAP
443				
444		PC	TESTING	
445	103	PC1	256,260,322	Perform preparation activities for testing (both Req/Cat and SAP)
446				
447	103	PC11		Confirm and refine test case templates
448				
449	103	PC12	258,326	Build comprehensive test plan
450	103	PC13		Develop test environment plan
451	103	PC14		Create test case specifications
452	103	PC15		Build/reuse test cases
453	103	PC16		Determine testing tools
454	103	PC17		Review and validate comprehensive



455			test plan	
456	103	PC2	216	Perform comprehensive testing
457	103	PC21		Perform unit test
458	103	PC22	262	Perform component test
459	103	PC23	264,328	Perform integration test
460	103	PC24		Administer network/computing
461				performance monitoring
462	103	PC25	266,330	Perform system test
463	103	PC26	220	Perform user acceptance test
464	103	PC27		Perform other required testing
465	103	PC271		Support comprehensive image testing
466	103	PC28		Support comprehensive e-Req/Cat
467				testing
468	103	PC29		Support comprehensive SAP testing
469	103	PC2A		Support comprehensive image testing
470		PD		TRANSITION MANAGEMENT
471	101	PD1	172	Introduce transition management
472				(assessment)
473	101	PD11	172	Develop initial assessment of
474				client
475	101	PD12		Provide transition management
476				workshop presentation
477	102	PD2	154	Model transition management (project
478				preparation)
479	102	PD21		Provide transition management
480				strategy
481	102	PD22		Evaluate cultural impact of
482				solution
483	102	PD23	300	Develop/confirm transition
484				management plan
485	102	PD3		Develop communication plan (project
486				preparation)
487	102	PD31	304	Build/confirm campaign plan
488	102	PD32	302	Update communications strategy
489	102	PD33		Deliver announcement/kickoff
490				communication
491	103	PD4		Initialize transition management (design
492				and development)
493	103	PD41		Create incentive/reward program
494	103	PD42		Assess supplier impacts related to
495				transition management
496	103	PD43		Assess Enterprise support impacts
497				related to transition management

498	103	PD44		Design detail go live
499				material/activities
500	103	PD45	308	Create policy changes
501	103	PD46		Identify/plan for security
502	103	PD47		Detail process transition plan
503	103	PD48	306	Detail human resources plan
504	103	PD49		Detail employee relations plan
505	104	PD5		Ensure transition management activities
506				(deploy)
507	104	PD51	350	Ensure new process management
508				system in place
509	104	PD52	222	Perform client readiness assessment
510	104	PD53		Perform transition management go
511				live activities
512	104	PD54	240	Manage human resources activities
513	105	PD6		Communication (support)
514	105	PD61		Thanks to users/suppliers
515	105	PD7		Validate transition management (support)
516	105	PD71		Monitor human resource issues
517	105	PD72		Assess effectiveness of transition
518				management program
519	105	PD8		Perform post implementation survey
520				(support)
521	105	PD81	242	Administer post go live survey
522	105	PD82		Present and act upon survey
523				findings
524		PE		NOT CATEGORIZED
525	104	PE1	200	Perform go live process activities
526	104	PE11		Allocate buyer codes to commodities
527	104	PE12		Enter blanket orders
528	...	PE2		Table template document
529	...	PE21		Table template document

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## Project Assessment 101

Referring to Figure 3 in connection with Figure 2,  
project assessment phase 101 follows pre-sales phase 100,  
during which marketing makes its initial contact with the  
5 prospective client, or customer.

After initial contact from marketing 118, the main  
thrust of Assessment Project 101 is to provide an  
integrated, cross-functional customer solution to the  
client. An assessment team is led by the Business Office  
10 120, but requires input and participation from the project  
leaders of Architecture 122, Transformation Management 136,  
Business Process 112, EDI 114, and Application Development  
116.

Assessment 101 begins with a complete review of the  
15 client's current general procurement and accounts payable  
processes. This includes debriefing the initial marketing  
team 118, instructing the project leaders 126, and  
accumulating all other relevant data available about the  
client's processes, tools, and organizational structures.

20 The Assessment Team then defines an integrated customer  
solution that covers technical, educational, and Human  
Resource issues.

The delivery of the Workshop is intended to present an  
overview of the customer solution, initiate discussions on

process analysis and strategic implementation, and confirmation of the solution fit. Specific goals of a workshop phase within assessment stage 101 include the following:

- 5 (1) Prepare and deliver a presentation to the customer defining the service offering, including any essential documentation on the offering, and a demonstration of the end-user tool(s), as applicable.
- (2) Collect area specific information and customer  
10 requirements on network process sourcing, procurement, accounts payable, and finance; and EDI, I/T, and transition management.
- (3) Identify high level gaps in each such area.
- (4) Identify additional high level requirements for new  
15 process support, and for conversion requirements, including requirements for commodity structure, account structure, vendor, and contracts.
- (5) Identify interface requirements, including requirements for HR, cost center, catalogs, ledger, information  
20 warehouse.
- (6) Validate accounting for project, appropriation, contract, job, tax reporting, currency, and check reconciliation.
- (7) Identify requirements for network, EDI, testing, and  
25 application development including new reports, new

interfaces, and new features.

(8) Assemble a high-level gap analysis.

(9) Create a high-level Customer Scope Document.

(10) Confirm the recommended solution.

5           At the completion of the workshop phase, the assessment team 106 convenes to develop and cost the final customer solution and proposal. At this time, the members of assessment team 106 assemble, understand, and validate the collected data; review standard proposal options with  
10 assumptions and identify items that apply to this client; create a draft of the proposal including scope, risk, schedule, and resources; review the draft with team and other project members to obtain sizing and costing information for each area; compile costing information to  
15 add to the proposal; and perform QA review of the system integration, application development, managed operations (including service delivery center (SDC), application IT, and Process Operations) proposals, and of the overall proposal.

20           The resulting proposal is delivered or presented to the client. Final Assessment activities include follow up query responses and, should the proposal be declined, a loss analysis. This loss analysis feeds back into assessment process 101 to improve its overall effectiveness and  
25 efficiency.

Referring to Table 4, summary tasks pertaining to assessment stage 101 are listed, together with included detail tasks. For each task, a template 440 or 520 is maintained in data base 70, and accessed by team 108 members and others through summary view 400 to track progress (including viewing, updating, sharing, and approving) during this assessment stage 101.

### **Project Preparation 102**

Referring further to Figure 3, project preparation stage 102 sets up the project, initializes detail planning, and models the plan for making the transition from the client's legacy system and process to the new system and process (or, offering).

A critical element of this stage is to ensure resources are assigned to transition management 136, both from the project implementation team 126 as well as from the client. During this stage the transition activities required for a smooth migration from the old client process and system to the new service offering are modeled. The result is a detailed transition management plan that is specifically designed for the client. Stage 102 tasks and deliverables include the following:

- (1) Perform analysis on the client HR environment,

including organization structure and relationships, labor relations, management, administration, and end user roles and responsibilities, and the general HR environment.

5 (2) Develop and approve the detailed transition management and communication plan.

(3) Update the client specific transition management strategy.

10 (4) Define the quality assurance (QA) process required to assure that a project conforms to documented standards and meets documented requirements. The purpose of this task is to confirm the quality assurance standards between Enterprise and the client, and identifies the tasks that are to be audited by the Enterprise  
15 Technical Center.

The QA review is a beneficial process for the project as it timely recognizes potential risk areas and reduces the possibility of project delays while achieving faster implementation, attaining low cost and increasing the  
20 customer's level of confidence. Deliverables of the QA review task include the following:

(1) Confirm and refine quality assurance standards with the customer.

(2) Confirm that technical requirements can be met.

25 (3) Confirm that business and financial measurements can be

met.

(4) Confirm that the proposal is complete and the required processes have been followed.

(5) Establish QA schedule for the project.

5 Integration of all critical Enterprise and client team

members provides the glue to assure a smooth project. By

completing the detailed tasks within project preparation

stage 102, the recommended implementation standards,

procedures and strategies for the project are shared with

10 the technical and business functional members of the project

team as well as with the customer. All team members have

input in this process, and understand the basic procedures,

once they have been agreed to. These procedures, documented

in summary and detail task templates listed in Table 4,

15 include the following:

Configuration Standards

CR/PTR Process

Testing Strategy

Production Support and Operations Strategy

20 SAP System Management Strategy

Req/Cat System Management Strategy

Network Computing Strategy

Vendor Conversion Strategy



## Project Design and Development 103

Referring further to Figures 3, project design and development phase 103 provides and documents in a database of templates referred to as a Playbook, the business controls, transformation management, and SAP and Req/Cat customization required for an integrated approach to a complete customer solution.

During this stage 103, business controls 132 provides a comprehensive process that identifies key control points and establishes detailed procedures to assure a quality installation. The deliverables include documentation, separation of duties, sensitive programs, logical access control, logging (audit trail), change control for tables, change control for programs, system testing, input controls, processing controls, error handling controls, output controls, balancing and reconciliation, vital records and disaster recovery, records management, reports, local area network (LAN), and country specifics, as described below:

- (1) Documentation: an assessment of the quality and completeness of existing program documentation and a determination of the degree to which programs could be efficiently reconstructed if they were destroyed.
- (2) Separation of duties: the duties of the programmer, computer operations, and user groups are reviewed to

ensure that separation of duties problems do not exist.

No one individual can control activities within a process (or any event in a string of events) in a way that permits errors of omission, or commission of fraud, theft, etc., to go undetected.

- (3) Sensitive programs: controls must be in place to prevent unauthorized modification and/or use of the application.
- (4) Logical access control: while programs are generally controlled by a site procedure, application data has a formal access control mechanism.
- (5) Logging (audit trail): a logging mechanism is established to ensure the audit trail is correct.
- (6) Change control (tables): a change control system is put in place to evaluate, justify and control changes to tables.
- (7) Change control (programs): a change control system is put in place to evaluate, justify and control changes to programs.
- (8) System Testing: system testing procedures are effectively planned and carried out to ensure that controls are successfully tested and documented.
- (9) Input controls: to insure accuracy and completeness of information entering an application.
- (10) Processing controls: controls are applied for entry of

data into the computer application system that ensure accuracy and completeness of data during computer processing.

- 5 (11) Error handling controls: controls for error handling and reprocessing of transactions.
- (12) Output controls: output controls ensure the integrity of the output data from conclusion of computer processing to delivery to the user.
- 10 (13) Balancing and reconciliation: verifies that procedures to reconcile output to input are effective.
- (14) Vital records and disaster recovery: disaster recovery is designed to provide for the continuity or rapid system restoration of a business process immediately following a natural or man-made emergency or disaster.
- 15 (15) Records management: verify that information is managed with sound business practices and controls.
- (16) Reports: verify that reports are distributed properly.
- (17) Local Area Network (LAN): Refer to ITCS 201, "Security Standards for Local Area Networks and Distributed
- 20 Computing."
- (18) Country specifics: verifies that any questions particular to this specific country are completed.

Req/Cat is a requisition and catalog product designed, developed, and maintained by Enterprise for use in systems such as those developed in this stage 103.

SAP is an financial and accounting package which an enterprise or company may license for its own use and for its customers. SAP configurators that customize package programs to fit the needs of the client are provided for use  
5 during design and development stage 103. All other installations of SAP are "off the shelf", with the client changing its internal structures to fit SAP requirements.

Transition management is the most overlooked part of any implementation process. It is critical to address the  
10 corporate culture and personality at the earliest contact. Strategic and tactical plans may then be developed that guide the implementation through "Go Live" and for an agreed period thereafter. The purpose of transition management steps of the design and development stage 103 is to provide  
15 guidance to the development team members as they work with the client to institute policy changes that might be introduced as part of the implementation of the new process and system. Necessary changes to the legacy system are identified and a plan developed to announce and introduce  
20 changes in policy. Policy change includes key business rules that are part of the management system for purchasing and procurement. They may be associated with approval levels or procedural changes in the new system. The target is not the day to day operation but management decision and  
25 support systems that might be affected. The areas addressed

include:

Measurements (old and new)

Management system

Approval levels

5       Supplier contacts and contracts

Reward systems

Incentive Plans

Security

Employee and user changes

10       All of these areas require strategic and tactical planning  
that includes the following steps:

(1)   Identify the current (legacy) system or process and  
compare it to the new process or system to be  
implemented to identify gaps.

15       (2)   Develop specific recommendations for gaps between the  
legacy and the new system or process, identifying the  
level of sensitivity and whether or not action is  
required as part of the transition.

20       (3)   Determine the announcement and transition (or, cut  
over) date for each action identified.

(4)   Design a communications plan to build the message and  
media for communicating the changes to affected  
parties.

25       (5)   Design a process transition plan to ensure the elements  
of change are integrated into the overall plan for the

process.

(6) Determine how the policies must be modified according to new standards and procedures

(7) Determine what new policies and procedures will be implemented as part of the process and system.

Finally, integration of the above design and development stage 103 process steps along with the technical teams involved allow the delivery of a cross-functional solution under one unified and managed plan.

#### Project Deployment 104

Referring again to Figure 3, project deployment phase 104 uses the Playbook to improve deployment of (1) quality, or application systems control and auditability (ASCA), (2) transition management, and (3) integrated project management systems and procedures.

##### 1. Quality (ASCA)

A business controls team provides dedicated resources throughout the life cycle of the project. During the project development stage 103, this team has planned and executed an ASCA self-assessment that has covered an extensive list of technical, business, financial, and client issues. In this deployment stage 104, its members are responsible for managing an independent audit that will

cover the same areas. The independent auditors then issue an acceptance position that is required before the client can "Go Live" with the new system and process. Deployment stage 104 activities include:

- 5 (1) Create the project plan for ASCA Review preparation activities.
- (2) Determine which Enterprise organization will conduct the ASCA and business controls review.
- (3) Prepare all ASCA documentation required for the review.
- 10 (4) Prepare all sub-process overviews and descriptions of process flow.
- (5) Ensure the test plan includes those elements of the ASCA checks required to ensure business controls, separation of duties, and authorization matrices, data integrity and security.
- 15 (6) Create, update and complete all required documents of understanding (DOU's) & service level agreements (SLA's).
- (7) Ensure the separation of duties matrix (SOD) is current at time of final review.
- 20 (8) Review all testing and obtain test approvals.
- (9) Ensure all approvals have been obtained and signed approval forms available for ASCA Review. These include approvals for process ownership, ASCA requirements, self-assessment and system cutover.
- 25

## 2. Integrated Project Management

During this deployment stage 104, project manager 126 has the task to validate and confirm that all checklists and status are acceptable prior to Go-live. This includes the readiness of all aspects of the project, and once satisfied, a review is conducted and the customer's formal sign-off for Go-live is obtained. Status transition management and client readiness assessment and confirmation activities include verification that:

- (1) No critical open issues exist in any area.
- (2) All relevant aspects of readiness have been included in the status check.
- (3) Network and computing performance testing is complete.
- (4) System test is complete.
- (5) User acceptance test is complete.
- (6) System management production environment Go-live checklist is complete.
- (7) Any needed CR's and PTR's have been generated.
- (8) Production support is in place.
- (9) Supplier readiness is reviewed and accepted.
- (10) Service provider readiness is confirmed.
- (11) Enterprise GP readiness is confirmed.
- (12) Review of the compiled check information is completed.
- (13) Customer sign-off on the Go-Live decision is obtained.



### 3. Transition Management

A transition management team prepares for the deployment, or "Go Live" of the client solution. During this deployment stage 104 in the project, virtually all technical problems are resolved and systems configured. The client is now ready to deploy and the human factors must be aggressively managed to assure a smooth transition from the legacy systems to the improved client solution. Transition management activities within deployment stage 104 ensure that organization, measurements, management, support, and labor relations functions are developed, explained, reviewed, understood, in place or on schedule, as appropriate.

- (1) Organization: organizational changes for Go-Live, updated communications plans, feedback mechanism for persons displaced by changes in organization, and the new organization.
- (2) Measurements: changes in measurement system, plan to cut over to the new measurements, and communications explaining the new measurements, including how they are derived, how they are used and their importance to the business.
- (3) Management: changes in management or management responsibilities, communications explaining the changes

in management structure, and why it is important to the clients' organization, the management chain and path for escalation of issues, normal business reports and their use.

- 5       (4) Support: support structure for both client and technical support.
- (5) Labor Relations: activities associated with the loss of a job role, plan to notify the affected people, communication plan for providing information to
- 10       remaining employees on the reasons for the changes and for fostering support for the new process.

Integration of the cross-functional teams to accomplish the deployment of the customer solution is facilitated by use of the system and data base structure of the preferred

15       embodiment of the invention.

### **Ongoing Project Support 105**

Referring further to Figure 3, project support stage 105 enables project teams, all of which have continuing responsibilities with the client after "Go Live", to provide

20       the required ongoing support. As with all other stages, integration of the teams through the use of the systems and methods provided by the invention, including transition management systems and methods, is greatly facilitated. It

is a characteristic of the preferred embodiment that each of these areas has specific predetermined plans, actions and responsibilities, and these are audited and tracked through a GP/AP development and deployment system.

5           During support stage 105, transition management 136 delivers an approved detailed questionnaire with quality questions in a logical format that allows end-users to express their opinion and provide information that meets the survey objective. Support stage 105 includes a plan for  
10           communicating the survey results to the participants and taking action in response to the survey results. This stage also incorporates a continuing education plan for training new employees as well as continually updating the material so that reflects the latest version of the application.

15           The survey in stage 105 is structured to determine the end users' perception of the new system, system ease of use, response time from both the system and CSC (Customer Service Center), and customer knowledge level of processes and product. Results of the survey are compiled and presented  
20           to the client and Enterprise Management Teams along with action plans, time tables, expected results for approval, and implementation. A Lessons Learned document is reviewed with the project team and appropriate adjustments made for future engagements.

25           Project Manager 126 provides a quality function task

after "Go Live". This task aims at checking the implementation of the EPS Offering to determine if anything needs special attention or focus. It is also the formal sign-off on the final delivery of the implementation by the customer. Its deliverables include:

- (1) Customer accepts delivery of the EPS general procurement offering implementation and signs off.
- (2) Action list on issues and CR/PTR's, if applicable.
- (3) Formal transition of operational responsibility to operations 98 and support management 96.
- (4) Preliminary business benefits evaluation.

The Req/Cat and SAP technical teams 128, 138 provide ongoing reviews and improvements to the client's process through the CR and PTR processes. These are formalized, documented processes with management controls to attain cost, schedule, and customer objectives.

As part of the new business process, support center 94 is established to provide long term assistance in any area of the application solution. This includes communication of feedback, real time application assistance, and special requests for problems concerning data.

It is the planned integration of these multi-functional teams that provides an innovative solution to the customer.

## Representative Path Implementation of Project Preparation Stage 102

Referring to Figure 3B, a series of steps illustrating an exemplary critical path through project preparation stage 102 will be described. In step 150, using summary task template P92, an issue management plan is confirmed and refined.

While these steps 150-162 represent a path through the preparation stage 102, other summary and detail tasks designated in Table 4 as pertaining to stage 102 are typically included in the initial set of templates for this customer, and are also used as they are determined to be applicable. Some field entries are dynamic and changeable during the course of project preparation stage 102. The templates are also editable for a particular project, and do not necessarily continue during use to conform to the original format.

In step 150, the project manager accesses summary task template P92 and its subsidiary detail tasks in the course of confirming and refining project management standards and procedures, including an issue management plan, project documentation, and quality assurance standards, and creating a team building plan. Template P92 provides, either directly or by way of links to other documents, instructions, flow charts, sample questionnaires, report

models and checklists for guiding, coordinating and documenting the work of the project manager through the steps for doing so. Selected fields from template P92 are set forth in Table 9.

5

**TABLE 9 SUMMARY TASK: CONFIRM AND REFINE PROJECT MANAGEMENT STANDARDS AND PROCEDURES**

**CREATION STATUS**

10 *Category:* Project Management  
*Team:* Project Office  
*Offering type:* Req/Cat Implementation Only, SAP  
Implementation Only, Req/Cat & SAP  
Implementation  
15 *Stage:* 2. Project Preparation

**IMPORTANCE BUTTONS**

*Education:* Yes  
*Certification:* Yes  
*Auditable:* Yes  
20 *Milestone:* Yes  
*Critical path:* No

**IMPLEMENTATION**

*Executed by:* Service Provider  
*Performed by:* Project Manager  
25 *Priority:* High  
*Work effort:* 5 Days  
*Sequence:* Six Months Prior

**SUMMARY TASK DETAILS**

*Description:*

30 The purpose of this summary task is to establish clear guidelines on the Standards and Procedures for the Project to be able to address key issues throughout the project implementation.

The Issue Management Procedure outlines how open issues that

affects scope, budget, timeline and resources are resolved. Project Documentation is necessary for tracking, controlling and monitoring a project by storing and maintaining the result of the project activities. The level of detail to be captured for each document must be agreed to in order to ensure consistency and data accuracy.

5

Quality Assurance (QA) provides an independent and objective management review of the implementation project and identifies any risks to the project goals. The QA Standards assist the Customer Executive Management and Service Provider Project Manager in providing a second opinion of the implementation progress towards achieving the project goals.

10

The scope of the review is to investigate the application, technical and project management areas of the implementation. The review looks for good project implementation practices.

15

Implementations tend to be stressful, therefore Team spirit needs to be generated and maintained. It is important to take time out to relieve stress and recognize a job well done because motivation and inspiration always energize people. A Team Building plan must be created to schedule and arrange special events, and awards throughout the life of the project.

20

#### *Assumptions:*

Project scope and plan signed off by customer.

#### *Prerequisites:*

Project procedures (Technical Center Certification)

#### *Critical success factors:*

Adequate funding for team building activities  
Strong discipline in project management standards and procedures

#### *Deliverables:*

1. Issue management procedure
2. Project documentation standards
3. Quality assurance standards
4. Team building plan

30

35

In step 152, the project office accesses detail task template P923 in the course of confirming and refining quality assurance standards. Template P923 provides,

5 either directly or by way of links to other documents,  
instructions, flow charts, sample questionnaires, report  
models and checklists for guiding, coordinating and  
documenting the work of the project office through the steps  
for doing so, as set forth in Table 10.

**TABLE 10 SUMMARY TASK: CONFIRM AND REFINER QUALITY  
ASSURANCE STANDARDS**

**CREATION STATUS**

*Category:* Project Management  
*Team:* Project Office  
*Offering type:* Req/Cat, SAP, Req/Cat & SAP  
*Stage:* 2. Project Preparation

**IMPORTANCE BUTTONS**

*Education:* Yes  
*Certification:* Yes  
*Auditable:* Yes  
*Critical path:* No

**IMPLEMENTATION**

*Executed by:* Service Provider  
*Performed by:* Project Manager  
*Priority:* Medium  
*Work effort:* 1 days  
*Sequence:* Six Months Prior

**SUMMARY TASK DETAILS**

*Description:*

Quality Assurance (QA) is defined as the process required to assure that a project conforms to documented standards and meets documented requirements. As such, the focus lies heavily on overall project management rather than on assurance of specific project deliverables. The latter falls under Software Quality Assurance (SQA).

The purpose of this task is to confirm the Quality Assurance Standards between the Service Provider, Enterprise and the



Client, including the identification of tasks auditable by the Enterprise Technical Center.

- 5 The QA Review is a beneficial process for the project as it timely recognizes potential risk areas, reduces possibility of extended project timeline while achieving faster implementation, attaining low cost and increasing the Customer's level of confidence.

*Prerequisites:*

Project Procedures (Technical Center Certification)

10 *Task Steps*

Confirm and Refine Quality Assurance Standards with the Customer

- Setup QA schedule for the project
- Develop customer presentation

15 Review with Customer and obtain acceptance

- Agree with customer time and audience for review of Quality Assurance Standards
- Conduct review with customer and obtain acceptance of Quality Assurance Standards

20 *Deliverables:*

Agreed quality assurance standards for the project

---

- 25 In step 154, the transition management team, accesses summary task template PD2 and its subsidiary, or drill down, detail tasks, in the course of preparing a transition management strategy. Once the perspective client has signed the contract, Preparation Stage 102 is ready to begin. The purpose of the Preparation stage is to setup the project, initialize detail planning, and model the plan for making
- 30 the transition from the legacy system and process at the client site to the new services process. The critical

element of this stage is to ensure resources are assigned to transition management, both from the project implementation team as well as from the client. In addition, there are a series of analysis worksheets to be completed that provide a framework for developing the final transition management plan that will be used in conjunction with a specific client. Finally, the objective of this stage is to "model" the transition activities required for a smooth migration from the old client process and system to the new service offering. The result will be a detailed Transition Management Plan that is specifically designed for the client. Key activities within the Preparation stage include: assign resources to the transition management effort, perform analysis on the client HR environment develop, and gain approval for the detailed transition management plan. Template 154 provides, either directly or by way of links to other documents, instructions, flow charts, sample questionnaires, report models and checklists for guiding, coordinating and documenting the work of the assessment team through the steps for doing so. The resulting deliverables are an updated and client specific Transition Management Strategy, updated input to the Client Transition Management Plan, a complete HR Analysis checklist, including organization structure, organization relationships, management job roles & responsibilities,

administration job roles & responsibilities, process/end user job roles & responsibilities, labor relations, general HR environment, and an approved Transition Management Plan.

In step 156, assuming that the assessment stage has resulted in a customer contract, the accounts payable analyst, assisted by the ledger expert, accesses summary task template P81 and its subsidiary detail task templates in the course of introducing the customer to the process. This introduction is intended to provide the customer with an overview introduction to the Golden Procurement and Accounts Payable processes. It is a prerequisite for the following detailed review of the individual Procurement and Accounts Payable processes. Template P81 provides, either directly or by way of links to other documents, instructions, flow charts, sample questionnaires, report models and checklists for guiding, coordinating and documenting the work of the analyst. The results are the development and delivery to the customer of a customer specific procurement and accounts payable process presentation, including a customer specific EPS procurement presentation by the procurement analyst, a procurement process presentation by the procurement analyst, a customer specific EPS accounts payable presentation by the accounts payable analyst, and an accounts payable process presentation conducted for the customer by the accounts

payable analyst.

In step 158, the architecture team, supported by Application Developer 116, Business Controls Analyst 132, Configurator, Customer 68, Network Architect, and Req/Cat 128, accesses detail task template P642 in the course of defining a bridge architecture project objectives document. An E-Req/Cat bridge identifies each interface into and out of E-Req/Cat. A SAP bridge identifies each interface into and out of the SAP system and current application extensions. Template P642 provides, either directly or by way of links to other documents, instructions, flow charts, sample questionnaires, report models and checklists for guiding, coordinating and documenting the work of the architecture and supporting teams. Table 11 illustrates selected fields from sample detail task template P642. A table is also provided to track the completion by the architect 122 of each step, including (1) update baseline documentation, (2) review SAP & e-Req/Cat bridge architecture, (3) document bridge architecture assumptions, (4) compile information, and (5) obtain POD sign off.

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**TABLE 11     DETAIL TASK: DEFINE BRIDGE ARCHITECTURE PROJECT OBJECTIVES DOCUMENT**

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**CREATION STATUS**

Category: I/t

EN999116 59

Team: Architecture  
Offering type: Req/Cat, SAP, Req/Cat&SAP  
implementation  
Stage: 2. Project preparation

5 **IMPORTANCE BUTTONS**

Education: Yes  
Certification: Yes  
Auditable: Yes  
Critical path: Yes

10 **DETAIL TASK DETAILS**

*Description:*

The task objective is to understand the information resources relevant to this project, collect detail information to complete diagrams and text that describe the client's current and future environment, compile the information and compare to pre defined requirements for the chosen service offering. From this information the high level gaps will be realized and preliminary resolutions can be determined and documented.

Much information is available from many sources. Some clients may have developed a technical architecture containing installation standards for systems and application designs. Therefore, organize this information into a format useful for the system design, and ensure it is complete and well understood. Use this documentation to ensure that a common understanding of the requirements exists among the designer, the client, and other parties.

- Review documentation collected in the Assessment stage
- Understand the current information technology infrastructure
- Update architecture documentation
- Identify the information technology rules that the system must obey
- Identify end users and end-user functions, and group them
- Identify the relationships of the business processes to the end users
- Identify the technical services that are required by each end-user function group
- Identify end-user function groups and required network services by location
- Document system management requirements
- Document requirements not covered specifically by the above
- Identify how the system will be evaluated by the client
- Assess possible cost constraints and benefits
- Document assumptions, issues, and questions

- Identify and document gaps and resolutions

*Prerequisites:*

Work Sessions have been held with Customer - Baseline documentation has been initiated from these work shops

5 *Task steps:*

1. Update Baseline Documentation - The bridge architecture baseline documentation was collected in a draft format from the detail work sessions in the Assessment stage of the project, this documentation should be updated based on information gained from interlock sessions with the SAP and Req/Cat configuration teams.

Update SAP bridge architecture baseline

- Validate with SAP configuration team
  - ~ Identify configuration dependencies
  - ~ Resolve conflicts between SAP configuration constraints and bridge requirements
- Validate with Business Operations staff
  - ~ Obtain concurrence on business operations roles and responsibilities

Update E-Req/Cat bridge architecture baseline

- Validate with E-Req/Cat architecture and design teams
  - ~ Identify configuration dependencies
  - ~ Resolve conflicts between e-Req/Cat configuration and design constraints and bridge requirements
- Obtain copy of e-Req/Cat system architecture from architecture team

Develop bridge description matrix

- Define all SAP bridges
  - ~ Bridge names
  - ~ IFDT Names
  - ~ IP Addresses
    - > Production
    - > Test
- Define all e-Req/Cat bridges
  - ~ Bridge names
  - ~ Data type names
  - ~ IP Addresses
    - > Production
    - > Test

Document network traffic estimates

- Bridge transmission frequency
- Average file size
- Average number of records per file
- Project file size growth
- Assumptions

2. Review SAP & e-Req/Cat Bridge Architecture - All documentation must be reviewed with the respective team members for confirmation and validation.

#### Network Architect

- 5       - For each bridge
  - ~       Transmission protocols to be used
  - ~       IP addresses of all systems
  - ~       Network traffic estimates
- Obtain copy of network architecture

#### 10       Business Controls

- For each bridge review and obtain concurrence
  - ~       Control points
  - ~       Data flows (cross platform communication)

#### Systems Management & Test teams

- 15       - Validate assumptions on SAP landscape
- Identify additional hardware and software required
- Preliminary workload assessment for each team

3. Document Bridge Architecture Assumptions - For each bridge and application extension provide a brief description containing:

#### Functional Overview

Are existing applications to be used

Will existing applications require change

- Briefly describe changes

Will new applications need to be developed

4. Compile information - Information collected in the previous step must be compiled and placed in a manageable format to document the scope of the project from a Bridge Architecture perspective. Complete the POD with the following information:

-Bridge Architecture Inventory

-Bridge Definition Matrix

-Bridge Architecture Assumptions & Guidelines:

- Hardware / Software

- ~       SAP Landscape - IGS SDC

- ~       SAP Release Level - IGS SDC

- ~       Req/Cat Staging Server - Req/Cat AD

- ~       Currency Exchange Rates Server - Architect

- ~       Fax Server - IGS SDC

- Control Data and Master Data (SAP & E-ReqCat)

For Example:

- ~       Chart of Accounts - SAP/E-ReqCat Customization

- ~       Cost Center Updates to SAP Inbound Interface (IP) - SAP Customization

- ~       Vendor Data Conversion - Vendor Group

- ~       Vendor Cross Reference File - Vendor Group

- ~       Currency Exchange Rates - Architect

- ~       PO Data Conversion from different versions of SAP (Optional) - SAP Customization

- ~ HR Extract (E-ReqCat)
- Bridges (SAP Bridges & E-ReqCat)
  - For Example:
    - ~ Requisition & Catalog System - Req/Cat AD
    - ~ EDI Processing - EDI
    - ~ Non-PO Invoice Processing -AP Operations
    - ~ AP Image Outbound Interface - AP Operations
    - ~ Goods Receipt Processing - GP Operations / SAP Customization
    - ~ Check Payments Outbound Interface - SAP Customization / AP Operations
    - ~ Positive Pay Outbound Interface - SAP Customization / AP Operations
    - ~ Check Recon Inbound Interface - SAP Customization / AP Operations
    - ~ Duplicate Payment Audit Outbound Interface - SAP Customization / AP Operations
    - ~ Accounting Data Reclassification Inbound Bridge from CLS (IP) - AP Operations
    - ~ Ledger Outbound Interface (IP) - AP Operations
    - ~ IRS 1099 / 1042 Reporting (IP) - AP Operations
    - ~ BDW Outbound Interfaces (IP) - Customer
    - ~ SAP Document Archiving - GP Operations / AP Operations

- Application Extensions
- High level description of the current hardware and software systems
- High level description of the networks that link them
- Present the completed POD and associated Bridge
- Architecture diagrams to the Project Manager for inclusion in the Project Definition Deliverables to be reviewed with the Customer

5. Obtain POD Sign Off - The POD should be reviewed with the Customer Representative and the Enterprise Procurement Services Process Owner and each must approve by signing the document.  
*Deliverables:*

Validated SAP & e-Req/Cat Bridge Architecture  
 SAP Landscape & e-Req/Cat System Architecture  
 Network Architecture & Network Sizing  
 Bridge Description Matrix

Completed / Signed I/T Project Objectives Document (POD): This document defines the Application Architecture that will be implemented for the selected service offering. The Application Architecture identifies all of the Interfaces (Bridges) between inbound / outbound systems and all of the Application Extensions required to support the General Procurement and Accounts Payable Business processes.

Infrastructure Requirements Specification: Gathers all the



relevant requirements that influence the infrastructure design for each integration point and gap, as input to the subsequent design tasks.

- 5
  - Business Environment
  - Information technology environment
  - Users, processes, data
  - Service levels
    - ~ Capacity and performance
    - ~ Availability
- 10
  - ~ Security
  - ~ System Management
  - Viability
    - ~ Reasonableness
    - ~ Risk
- 15
  - ~ Issues and Assumptions

Architecture Overview: A reconciled view of the Future Logical Data and Future Logical Process Models representing the total set of applications, information systems, manual systems, management systems, procedures, organizational structures, objectives, and goals that will make up the business system in the future. It represents the scope of the project effort and, in general, it consists of an integrated process and entity model.

The business model is used to describe the future task flow for the new business system as defined in the business model to determine the effectiveness of the business solution or business system. The business model is also used to capture and document the design decisions made as a result of reviewing the scope of the new business system, business needs and trends, and the objectives and constraints.

#### *Methodology attachments:*

The following document links will provide the attachments necessary to complete this task:

Project Objectives Document =>  
Network Sizing Document =>  
Initial Baseline documentation created in Perform Bridge  
Architecture Integration Point Interfaces Work Session see the  
Project Attachments field within the Project Reference Area  
Section =>

#### **PROJECT REFERENCE AREA**

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In step 160, the project office team 126 accesses

detail task template P911 in the course of confirming project scope and implementation strategy. The purpose of this task is to confirm the project scope and implementation strategy including assumptions agreed upon during the assessment phase. This includes development of detailed project plan with specification of deliverables. Any changes applied to the project scope, implementation strategy and deliverables after sign-off will be managed via Change Requests. It is also important to review and agree on the assumptions that the scope and implementation strategy is based on. Any changes to assumption made in the assessment phase can lead to changes in scope and potentially implementation strategy as well. Once the scope and implementation strategy is agreed upon a Key Milestone Plan can be developed outlining the main deliverables for each phase and the associated costs. Template P911 provides, either directly or by way of links to other documents, instructions, flow charts, sample questionnaires, report models and checklists for guiding, coordinating and documenting the work of the project office team through the steps for doing so, including (1) reviewing and confirming project scope based on an engagement assessment or contractual agreement with the customer, (2) reviewing and confirming the implementation strategy, developing a key milestone chart, obtaining the customer approval of project

scope, cost, key milestones and implementation strategy, and reviewing with key team leads to prepare project plan and resource assignments.

5 In step 162, the project manager team 126 accesses summary task template P94 and selected subsidiary detail task templates in the course of preparing the project team. The purpose of this task is to ensure the implementation team is knowledgeable of the project approach and responsibilities, and ensure Team members possess the skills  
10 required to perform the tasks. The prerequisites are completion of the implementation strategy, project organization, project plan, and project scope. The Project Manager reviews the project scoping document and prepares a presentation of scope, business requirements and project  
15 goals to ensure that the project team have sufficient knowledge of the project plans. The Kick-off Meeting formally announces the initiation of the project; Consultants, Steering Committee, Senior Management, Project Managers from the Customer and service provider must be  
20 involved. Template P94 provides, either directly or by way of links to other documents, instructions, flow charts, sample questionnaires, report models and checklists for guiding, coordinating and documenting the work of the project manager team.

### Advantages over the Prior Art

It is an advantage of the invention that there is provided a system and method for evaluating a client's general procurement and accounts payable (GP/AP) system.

5 It is an advantage of the invention that there is provided an optimized solution for out-sourcing procurement of goods and services.

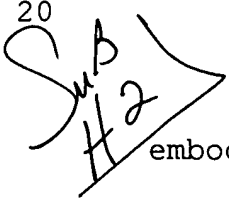
It is an advantage of the invention that there is provided a system and method for training service providers.

10 It is an advantage of the invention that there is provided a system and method for managing service providers to assure quality of service.

It is an advantage of the invention that there is provided a system and method for managing a project.

15 It is an advantage of the invention that there is provided an optimized general procurement and accounts payable system characterized by lower costs, a paperless process, and more comprehensive service with a shorter cycle time.

### Alternative Embodiments

20  It will be appreciated that, although specific embodiments of the invention have been described herein for purposes of illustration, various modifications may be made

without departing from the spirit and scope of the invention. In particular, it is within the scope of the invention to provide a computer program product or program element, or a program storage or memory device such as a solid or fluid transmission medium, magnetic or optical wire, tape or disc, or the like, for storing signals readable by a machine, for controlling the operation of a computer according to the method of the invention and/or to structure its components in accordance with the system of the invention.

Further, each step of the method may be executed on any general computer, such as an IBM System 390, AS/400, PC or the like and pursuant to one or more, or a part of one or more, program elements, modules or objects generated from any programming language, such as C++, Java, Pl/1, Fortran or the like. And still further, each said step, or a file or object or the like implementing each said step, may be executed by special purpose hardware or a circuit module designed for that purpose.

Accordingly, the scope of protection of this invention is limited only by the following claims and their equivalents.